


Excel 3 Student Handout

Activity 1: Review of Excel 101-201

1. Download the test data file from Excel 3 class from the library class website or from <http://db.tt/rAt0Y3CR>
2. Go to the sheet for Period 1 and add a column for the period number (with header) before the name to each sheet
3. Fill down the column with the period number
4. Add a new sheet. Rename it "All Scores"
5. Copy and paste the data from each period sheet into the all scores sheet
6. Add a column for the student number (with header) before the period
7. Fill down the column with an increasing number
8. Delete the name column to protect privacy
9. Change the percent score column's format to be a percentage
10. Create a column with header for total score
11. Write an equation to calculate the total score y multiplying the percent correct by 90 points and adding up to 10 points for free response
12. Use conditional formatting to highlight the scores below 70% in red and scores above 85 % in green
13. Format the sheet as a table
14. Rename the Table "Test 1 Data"
15. Sort by the highest score
16. Filter to only show students from 6th period
17. Remove filter

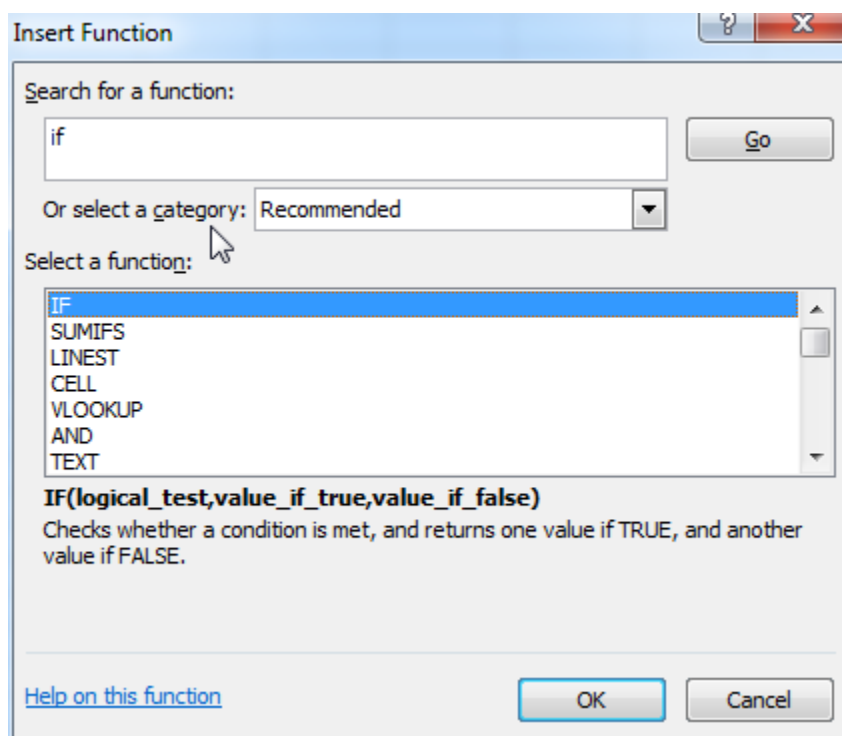
Working with advanced functions

Using the Insert Function window

- Use the function button x
- Bold text under the function list shows how the function works
- Note the "help on this function" link
- Also can use = and start typing in cell

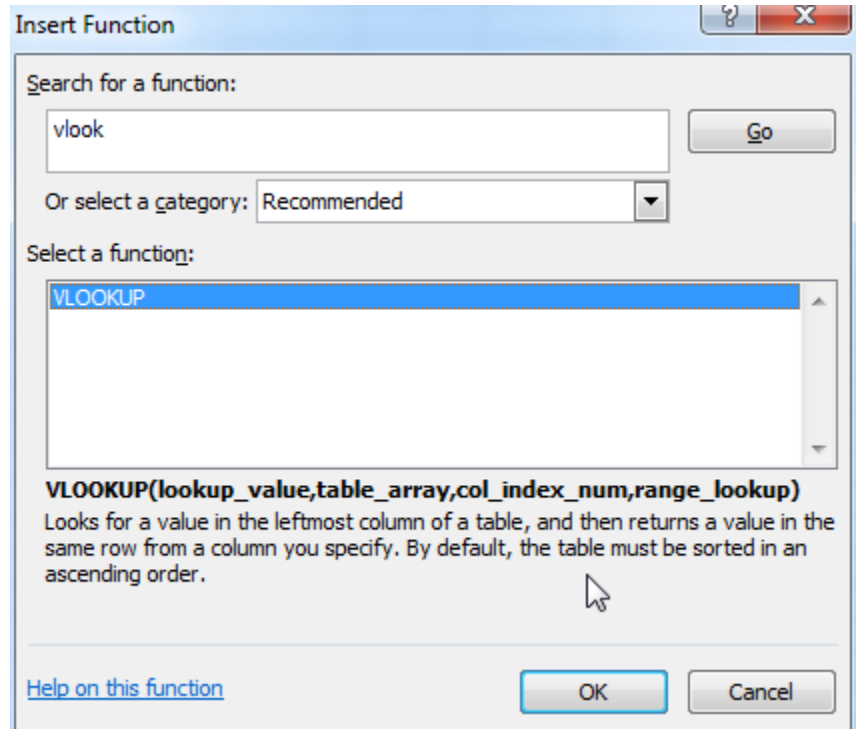
If-then statements

- Purpose of if-then statements
- TRUE or FALSE responses
- Alternative text responses (use quotation marks)
- Calculations based on results



VLookup

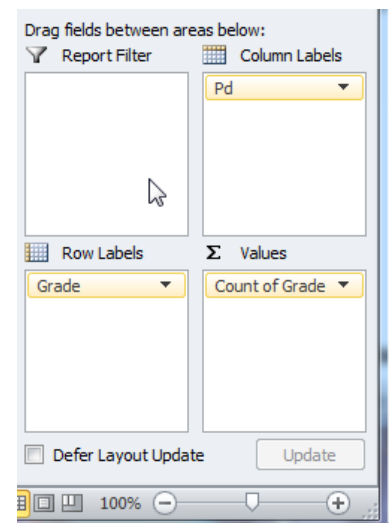
- Purpose
- Create a lookup table array – your reference table
- Order of table - ascending
- Using the function – make sure to use absolute references



Pivot Tables

- Insert a pivot table (from insert tab)
- Choose the value to investigate
- Investigate value field settings (use arrow to access) to change to sum, count, average etc
- Add row labels and columns – switch on the fly

Count of Grade		Column Labels			
Row Labels		1	3	6	Grand Total
A		3	3	3	9
B		7	12	11	30
C		8	3	8	19
E		4	6	5	15
Grand Total		22	24	27	73

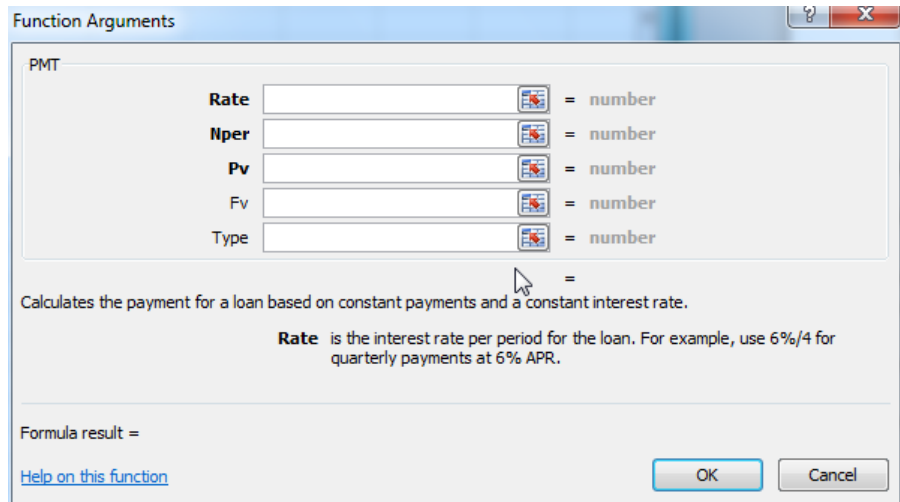


Activity

Use the VLookup to assign grades to the student scores and then add a pivot table to analyze the count of each score by period.

Payment calculator

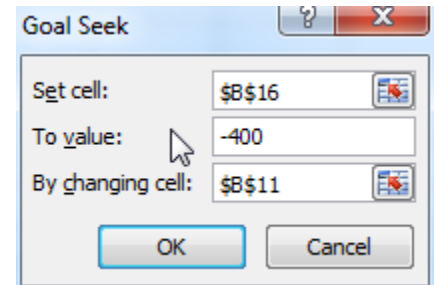
- Setup your car cost, down payment, loan amount, number of payments and rate
- Insert PMT function
- note that this is the rate per payment, so your formula will need to divide it by the # payments per year



The image shows the 'Function Arguments' dialog box for the PMT function in Microsoft Excel. The title bar reads 'Function Arguments'. The function name 'PMT' is displayed in the top left. There are five input fields: 'Rate', 'Nper', 'Pv', 'Fv', and 'Type'. Each field has a small icon to its right. To the right of each field is an equals sign followed by the word 'number'. Below the input fields, there is a description: 'Calculates the payment for a loan based on constant payments and a constant interest rate.' Below this, a note states: 'Rate is the interest rate per period for the loan. For example, use 6%/4 for quarterly payments at 6% APR.' At the bottom, there is a 'Formula result =' field, a link 'Help on this function', and 'OK' and 'Cancel' buttons.

What-if Analysis

- Found in Data Tab
- Try goal seek to find out what car cost would be needed to have a \$400/month payment by changing the car price.
- Note that the payment amount is negative, so your goal should be negative



The image shows the 'Goal Seek' dialog box in Microsoft Excel. The title bar reads 'Goal Seek'. It has three input fields: 'Set cell:', 'To value:', and 'By changing cell:'. The 'Set cell:' field contains '\$B\$16'. The 'To value:' field contains '-400'. The 'By changing cell:' field contains '\$B\$11'. There are 'OK' and 'Cancel' buttons at the bottom.

Examples of some useful Additional Functions

- Round
- Today
- Countif
- Counta

Importing & Working with Data

- Converting Text to Columns
- Transposing Data

Charts and Graphs

- When to use a pie chart (percentages) vs a bar graph (comparing), or a line graph (changes over time)
- Choosing data
- Switching the data columns and rows
- Tons of options – editing labels, colors, etc



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